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PAY ROLL

All overseas salary payments and all living and quarters allowances due vouchered funds employees will be paid to them on the regular pay roll for the period ending COB 19 October 1946. Since this will represent the final payment of overseas salary and L&Q to the employee by the SSU, it is suggested that overseas Finance Officers make a complete audit of past payments to the employee to be sure that the final payment is correct. The final pay roll should contain the notation that the employees listed thereon were terminated as of COB 19 October 1946.

LEAVE

All leave earned by SSU employees should be computed by the overseas Finance Officers and the balance of unused leave as of COB 19 October should be reported on "Leave Transcript", form attached. In cases where the unused balance of leave standing to an employee's credit is not available, then the date of his entrance on duty or arrival at overseas post will be shown and the amount of leave taken while at his overseas post will be indicated. One copy of "Leave Transcript" will be retained by the field Mission and the original forwarded to the Fiscal Division, Washington, D.C. A leave transcript should also be furnished on those employees who are returned to the U.S. on or before 1 October 1946.

AGREEMENTS & CONTRACTS COVERING RECURRING SERVICES

All formal or informal contracts or agreements covering recurring services such as rents, utilities, etc., which were executed in writing in the name of the SSU and paid from vouchered funds must be terminated in writing effective not later than COB 19 October 1946. Where necessary the termination date may coincide with the end of a pay period under the contract provided such date is not later than 19 October. The services themselves may of

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[redacted] Care should be exercised in terminating contracts and agreements to be sure that renewals or continuance of the services are possible, and to prevent any loss or disadvantage to the government through sacrificing rent advances, desirable terms, etc. Immediate efforts should be made to settle all outstanding obligations against the SSU. All outstanding obligations incurred by SSU prior to 20 October 1946 should be paid on or before 31 October 1946 from SSU cash balances in the field. On 1 November 1946 all paid vouchers representing expenditures of vouchered funds should be forwarded to Washington with a Special Transmittal Letter in the usual manner. After 31 October any vouchered funds obligation which are presented for payment in the field will be forwarded on to Washington for settlement.

TRAVEL

In the case of vouchered funds employees who are under SSU orders in a travel status as of midnight 19 October 1946, the SSU orders will cease to be effective as of 12:01 AM 20 October 1946 and all expenses incurred after that time will be paid [redacted] Under no circumstances will travel expenses incurred in traveling for the SSU before 20 October 1946 be included on the same voucher with travel expenses incurred on and after 20 October [redacted] As previously instructed by cable every effort will be made to restrict travel of employees during the month of October to prevent confusion in connection with their termination by SSU and [redacted]

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LEAVE TRANSCRIPT

(Name of Employee)

(Station)

I hereby certify that the unused balance of leave standing to the credit of the above named employee as of COB 19 October 1946, the date of the employee's separation from the SSU was:

Annual Leave

(Hours)

Sick Leave

(Hours)

(Finance Officer)

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